

**Article 18**  
**RELOCATION EXPENSE REIMBURSEMENT**

- A. Involuntary Reassignment. Employees who meet all the criteria listed in paragraph A.1-3. shall be eligible for the relocation benefits provided in subsections B through G below. To be eligible for relocation expenses (in F & G below) the employee must actually move to a residence which is 25 miles closer to the new work location.

If the employee moves prior to the effective date of reassignment, but after they are given official notice of the reassignment, and they are otherwise eligible for relocation expenses, they shall receive reimbursement for relocation expenses, as provided in Subsections C, D, F and G below, after they begin working at the new work location. Such employees are not eligible for temporary travel expense in Subsection B below. In the event the reassignment to the new work location is cancelled for any reason, no relocation expense reimbursement will be made and no relocation benefits will be paid.

1. Satisfactorily completed his/her first 1,040 hours of state service;
2. Have commenced their first work assignment and thereafter are involuntarily reassigned to a new work location more than twenty-five (25) miles away; and
3. Agree to continue employment at the new work location for a minimum of one (1) calendar year after reassignment.

- B. Temporary Travel Expense. From the effective date of reassignment, the reassigned employee will be allowed meal and lodging expense reimbursement at rates in effect pursuant to Article 17, for up to sixty (60) calendar days at the new work location or until such time as the employee changes residence, whichever is less. In case of hardship in securing or occupying a new residence the Employer may, at its full discretion and as determined on an individual case by case basis, grant an extension of up to sixty (60) calendar days, but in no case shall the total period exceed one hundred eighty (180) days. Employees returning to their residence at the prior work location during the sixty (60) day period (or its extension) will be reimbursed for the lesser of:

1. The total of breakfast, lunch and dinner during those days; or
2. Mileage charges for a personal car used in such commuting for the actual mileage between the points at the approved private car rate.

- C. Travel Expenses to Secure Housing. A reassigned employee and one (1) additional family member shall be allowed up to three (3) round trips to a new

official work location for the purpose of securing housing. Travel, lodging and meals costs will be reimbursed up to a maximum of nine (9) days in accordance with the rates in effect pursuant to Article 17 of this Agreement. Reimbursement will occur only after the eligible employee has begun work at their new work location.

- D. Leave Time for Moving. An eligible employee shall be allowed two (2) days off without loss of pay for completing the move. This Section shall not be construed to relieve the employee from any responsibility to report for work punctually and in a condition ready for work. An eligible employee who elects to relocate their residence prior to beginning work at the new work location, in accordance with Section A above, and who chooses to complete the move during regularly scheduled work time, shall be required to take annual leave. Reinstatement of up to two (2) days of annual leave will occur only after the eligible employee has begun work at their new work location.
- E. Required Housing. Unit employees who are moving into required housing will ordinarily not qualify for house hunting expenses or temporary living expenses at the new work station as outlined in subsections B and C above. If there are extenuating circumstances which arise requiring these expenses, such expenses may be reimbursed upon approval of the Appointing Authority.
- F. Moving of Household Goods.
  - 1. The Employer will pay the transportation charges for normal household goods up to a maximum of fourteen thousand (14,000) pounds for a move. Charges for weight in excess of fourteen thousand (14,000) pounds must be paid directly to the mover by the employee.
    - a. Household Goods: Includes all furniture, personal effects and property used in a dwelling, and normal equipment and supplies used to maintain the dwelling except automobiles, boats, camping vehicles, firewood, fence posts, tool sheds, motorcycles, snowmobiles, explosives, or property liable to impregnate or otherwise damage the mover's equipment, perishable food-stuffs subject to spoilage, building materials, fuel or other similar non-household good items.
    - b. Packing: The Employer will pay up to eight hundred dollars (\$800) for packing and/or unpacking breakables. In addition to the above packing allowances, the Employer will pay the following accessorial charges which are required to facilitate the move: appliance services; piano or organ handling charges; flight, elevator, or distance carrying charges; extra labor charges required to handle heavy items, e.g. pianos, organs, freezers, pool tables, etc. Arrangements for paying any additional packing requirements must be made and paid for by the employee only.

- c. Insurance: The carrier will provide insurance against damage up to sixty cents (\$.60) per pound for the total weight of the shipment. The Employer will reimburse the employee for insurance costs not to exceed an additional sixty-five cents (\$.65) per pound of the total weight of the shipment.
- d. Enroute Charges: Charges for stopping in transit to load or unload goods and the cost of additional mileage involved to effect a stop in transit shall be paid by the employee. Extra labor required to expedite a shipment at the request of the employee shall be paid by the employee.
- e. Mobile Homes: The Employer will pay the actual reasonable cost for moving a mobile home if it is the employee's domicile, plus a maximum of one thousand dollars (\$1,000) allowance for blocking, unblocking, securing contents or expando units, installing or removal of tires (on wheels) on or off the mobile home, and removal or replacement of skirting will be paid by the Employer when accompanied by receipts. Actual moving costs include only the transportation cost, escort services when required by a governmental unit, special lighting permits, tolls and/or surcharges, but excludes moving of fuel tanks, out buildings, swing sets, etc., that are not secured inside the mobile home.

Utility connections to existing utilities within an established mobile home park, up to \$200, when accompanied by receipts. ("utility connections" means connecting to existing electrical power, gas and water.)

Mobile home liability is limited to damage to the unit caused by the negligence of the carrier, and to contents up to a value of one thousand five hundred dollars (1,500). Additional excess valuation and/or hazard insurance may be purchased from the carrier at the expense of the employee.

The repair or replacement of equipment of the mobile home i.e., tire, axles, bearings, lights, etc., are the responsibility of the employee.

- 2. Truck or Trailer. In lieu of a common carrier, the Employer will reimburse the employee for reasonable truck or trailer rental charges, tolls and required surcharges incurred by the employee where the employee moves himself/herself.

G. Storage of Household Goods: The Employer will reimburse the employee for storage of household goods, as described in subsection F.1.a. above, for a

period not in excess of sixty (60) days in connection with the reimbursable move, at either origin or destination, but only when housing is not readily available.